



## GUIDE 2

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# COMMAND PHYSICAL READINESS PROGRAM (PRP) CHECKLISTS

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## Section 1: Command Self-Assessment Checklist

### PHYSICAL FITNESS ASSESSMENT (PFA)

1. Did the command conduct all required official PFA cycles in the last 5 years?  
 Yes  No
2. If no to question 1, did the command DEP/OP any PFAs in the last 5 years?  
 Yes  No  N/A
3. If yes to question 2, did the command receive ISIC approval for BCA DEP/OP?  
 Yes  No  N/A
4. Does the CO/OIC support the Physical Readiness Program per OPNAVINST 6110.1 (series)?  
 Yes  No
5. Is there a command policy conveying the CO/OIC's expectations regarding the Physical Readiness Program?  
 Yes  No

### COMMAND FITNESS LEADER (CFL) CERTIFICATION

6. Has a Command Fitness Leader (CFL) been designated in writing?  
 Yes  No
7. Does the CFL meet the following criteria:
  - a. E-6 or above (preferred)?  
 Yes  No
  - b. CPR/AED certified?  
 Yes  No
  - c. Achieved "Excellent" or better on PRT?  
 Yes  No
  - d. Within maximum weight for height standards (Step-1) or at least 1% below AAS (Step-3)?  
 Yes  No
  - e. Non-user of tobacco/vapor products?  
 Yes  No
  - f. Completed OPNAV CFL certification course prior to appointment?  
 Yes  No
8. Has CO appointed, in writing, at least 1 ACFL per 25 command members?  
 Yes  No

9. Are ACFLs within prescribed PFA standards, non-users of tobacco/vapor products, and CPR/AED certified?  
 Yes  No
10. Have all ACFLs been properly trained by the CFL or successfully completed the CFL 5-Day Course?  
 Yes  No
11. Have all ACFLs completed the Dietary Supplement Education as outlined in PRP Guide 10?  
 Yes  No
12. Is the CFL a member of the Command Resilience Team (CRT)?  
 Yes  No

### ADMINISTRATIVE

13. Are hard copies of all PFA-related paperwork maintained on file locally for 5 years (e.g., 10-week notice, PARFQs, PFA waivers, BCA/PRT Score Sheets, FEP rosters, Pg-13s, LONs)?  
 Yes  No
14. Are PFA results reported to command leadership, as applicable, for proper documentation in Sailors' FITREPs or EVALs?  
 Yes  No
15. Does the CFL enter all command PFA results into PRIMIS within 30 days of the end of official command PFA cycle?  
 Yes  No
16. If no to Question 15, were there extenuating circumstances that prevented data entry in the required time?  
 Yes  No  N/A
17. Do all members have a current PHA prior to participating in the PFA?  
 Yes  No
18. Are members who require medical evaluation and clearance referred to medical prior to participating in the PFA?  
 Yes  No
19. Are administrative actions for all members who do not meet PFA standards documented in a Page 13 or Letter of Notification?  
 Yes  No
20. Does the CFL advise the chain of command on all Physical Readiness Program matters, including members needing assistance in meeting PFA standards and those requiring a medical evaluation board for 2 consecutive waivers or 3 waivers in a 4-year period as outlined in PRP guidance?  
 Yes  No

21. Are all injuries and illnesses attributable to PRP activities reported to COMNAVSAFECOM?  
 Yes  No
22. Are all medical waivers approved by CO/OIC and the designated Authorized Medical Department Representative (AMDR) prior to the PFA?  
 Yes  No
23. Is the CFL on the command check-in/check-out sheet?  
 Yes  No
24. Is the command roster in PRIMS current?  
 Yes  No
25. Is the Command's information up to date in PRIMS?  
 Yes  No
26. Does command submit Letters of Correction (LOCs) to PRP office within 1 year of error, as applicable?  
 Yes  No

**FITNESS ENHANCEMENT PROGRAM (FEP)**

27. Is FEP enrollment properly documented via Page-13/LON, as applicable, for each member?  
 Yes  No
28. Is FEP available during working hours to members not meeting PFA standards?  
 Yes  No
29. Is FEP conducted at least 3 times per week for a total of 150 minutes (2.5 hours) or more?  
 Yes  No
30. Does the command policy have guidance on FEP enrollment and participation?  
 Yes  No  N/A
31. Are members enrolled in FEP properly tracked in PRIMS?  
 Yes  No
32. Does FEP include a nutrition education component including distribution of PRP Guide 10?  
 Yes  No
33. Has the CFL recorded the nutrition selection option for each member in FEP within PRIMS and maintained all relevant FEP nutrition documentation?  
 Yes  No

- 34. Do members requiring FEP remain enrolled until passing a mock or official PFA (i.e., within BCA AAS and scoring Satisfactory-Medium on all PRT events for which they are medically cleared)?  
 Yes  No

**NUTRITION**

- 35. Are healthy foods adequately advertised in the command's galley/messes?  
 Yes  No  N/A
- 36. Are healthy foods readily available for personnel working late shifts?  
 Yes  No  N/A
- 37. Are CFL/ACFLs familiar with nutrition resources outlined in PRP Guide 10?  
 Yes  No
- 38. Does the command support the referral of members requiring, or seeking, nutritional counseling to the resources outlined in Guide 10?  
 Yes  No  N/A

Overall Assessment Comments:

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Overall Recommendations for Improvement:

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**\*\*Upon completion of this checklist, retain in command PFA files for 5 years.\*\***

Section 2: PFA Checklist

<b>15 to 10 Weeks before Command Official PFA</b>		<b>Date Completed</b>
<b>General</b>		
<input type="checkbox"/>	Review lessons learned from the previous PFA.	
<input type="checkbox"/>	Read OPNAV 6110.1 (series), PRP Guides, and applicable NAVADMINS in their entirety to understand all current policies pertaining to the PFA, including the requirements for medical clearance, the BCA, and the PRT.	
<input type="checkbox"/>	Ensure you are using the latest official forms available on the MyNavy HR Physical Readiness Program website.	
<input type="checkbox"/>	Develop plan for medical support during the PRT.	
<input type="checkbox"/>	Consult with the CO to establish a command policy for Bad Day, Deployment Operational (DEP/OP), Leave, Unauthorized Absence (UA), Alternate cardio, and Drilling Reservists.	
<input type="checkbox"/>	Designate and train ACFLS in: <ol style="list-style-type: none"> <li>1. BCA techniques and procedures</li> <li>2. Dynamic Warm-up and Cool Down procedures</li> <li>3. PRT event procedures</li> <li>4. Alternate cardio equipment operation</li> <li>5. Emergency Procedures (Emergency Drill)</li> <li>6. PFA (BCA / PRT) videos on PRP website</li> </ol>	
<b>Planning</b>		
<input type="checkbox"/>	Develop contingency plans (weather, Operational Tempo (OPTEMPO), facility availability, etc.)	
<input type="checkbox"/>	Determine personnel requirements (number of ACFLs, PRT monitors, and other assistants needed)	
<input type="checkbox"/>	Identify facility limitations (number that can be tested at one time).	
<input type="checkbox"/>	Develop an emergency action plan.	
<input type="checkbox"/>	Select and verify a 1.5-mile course.	
<input type="checkbox"/>	Identify sufficient area for warming-up prior to test.	
<b>Scheduling</b>		

<input type="checkbox"/>	Determine time (hours, day, etc.) limitations; check base schedules (Other PFAs, functions, construction, etc.).	
<input type="checkbox"/>	Develop acceptable dates to conduct PFA events (BCA and PRT). Primary: _____ Makeup: _____	
<input type="checkbox"/>	Obtain approval for PFA schedule from CO and publish PFA notification to command members at least 10 weeks in advance.	
<b>Member Action</b>		
<input type="checkbox"/>	Direct command members to complete PARFQ at least 10 weeks prior to the published PFA dates to allow adequate time to obtain medical clearance, if needed.	
<input type="checkbox"/>	Conduct spot-check BCAs upon request.	
<input type="checkbox"/>	Ensure members are formally instructed to update their PHAs and clearly state the consequences of non-compliance. (Medical will provide assistance.)	
<b>Equipment Requirements</b>		
<input type="checkbox"/>	Review previous PFA equipment needs, sources, costs, etc.	
<input type="checkbox"/>	Review equipment check-in and check-out requirements and coordinate equipment requirements with facility.	
<b>Facilities Requirements</b>		
<input type="checkbox"/>	Reserve adequate facilities (include pool if available) for primary and make-up dates. Include option to reschedule for weather or other reasons.	
<input type="checkbox"/>	Secure ACFLs and/or PRT monitors to assist with BCA, PRT, and facility clean up.	

<b>8 weeks to 2 days before Official Command PRT</b>		<b>Date Completed</b>
<b>Medical Requirements</b>		
<input type="checkbox"/>	Print/download command member listing from Physical Readiness Information Management System (PRIMS).	
<input type="checkbox"/>	Verify the medical clearance status of all members. Inform Chain of Command of all personnel with out-of-date PHAs and personnel still needing medical clearance.	
<input type="checkbox"/>	Start conducting BCAs, within 45 days but no less than 24 hours prior to PRT.	



<input type="checkbox"/>	If a member does not meet BCA standards, refer member to medical department for evaluation prior to PRT participation.	
<input type="checkbox"/>	Provide list of those not meeting BCA standards and Unauthorized Absences to Chain of Command.	
<b>PRT Supplies and Equipment</b>		
<input type="checkbox"/>	<p>Obtain all required equipment and supplies needed for event:</p> <p>_____ chairs</p> <p>_____ water/cooler</p> <p>_____ tables</p> <p>_____ paper cups</p> <p>_____ clipboards</p> <p>_____ First Aid kit</p> <p>_____ floor mats</p> <p>_____ AED (if equipment and trained operators are available)</p> <p>_____ PARFQs and NAVMED 6110/4s</p> <p>_____ BCA Results</p> <p>_____ PRT Score Sheets</p> <p>_____ stopwatches (measures both minutes and seconds)</p> <p>_____ pencils/pens</p> <p>_____ runner numbers</p>	
<input type="checkbox"/>	Conduct preliminary tests of all equipment.	
<input type="checkbox"/>	Arrange transport of large equipment items.	
<b>PRT Facilities Check</b>		
<input type="checkbox"/>	Re-confirm facility and equipment reservations and arrangements.	
<input type="checkbox"/>	Identify location of test stations.	
<input type="checkbox"/>	Review course and facilities to identify new hazards. (Emergency construction/repairs, weather damage, etc.)	
<b>PRT Staff Review</b>		
<input type="checkbox"/>	Organize PFA event schedule for ACFLs and PRT monitors.	

<input type="checkbox"/>	Discuss contingency plan with ACFLs, PRT monitors, lifeguards, etc.	
<input type="checkbox"/>	Distribute and explain personnel job descriptions and plan a personnel training session for select positions.	
<input type="checkbox"/>	Arrange for medical staff location and supplies.	
<b>PRT Site Risk Management</b>		
<input type="checkbox"/>	Train staff on proper procedures for identifying and handling weather and environmental conditions.	
<input type="checkbox"/>	Confirm plan for inclement weather.	
<input type="checkbox"/>	Call local base MTF or emergency services and let personnel know that you are conducting a PRT and where it will be held.	
<input type="checkbox"/>	Review plan for obtaining immediate medical assistance if needed.	
<b>Operational Risk Management (ORM)</b>		
<input type="checkbox"/>	Conduct ORM assessment for PFA. ORM at a minimum must include weather, temperature, acclimatization, facility/course hazards, and communications capabilities.	
<input type="checkbox"/>	Make arrangements with medical to schedule CPR and AED certifications for PRT monitors and ACFLs, if needed.	
<input type="checkbox"/>	Identify risks. <ol style="list-style-type: none"> <li>1. Confirm Weather Wet Bulb Globe Test (WBGT) Index (flag condition BLU GRE AMB RED BLA).</li> <li>2. Review wind chill</li> <li>3. Inspect location for hazardous objects and obstructions.</li> </ol>	

<b>Day before the PRT</b>		<b>Date Completed</b>
<b>Weather and Safety Concerns</b>		
<input type="checkbox"/>	Obtain local weather and climate conditions to identify temperature, winds, rain, severe weather probability, etc.	
<input type="checkbox"/>	Submit ORM to chain of command, if not already submitted.	
<input type="checkbox"/>	Review course and facilities to identify new hazards. (Emergency construction/repairs, weather damage, etc.)	
<input type="checkbox"/>	Review safety plan and other procedures with ACFLs and PRT monitors.	

<input type="checkbox"/>	Confirm site, equipment, and safety procedures are in place.	
<input type="checkbox"/>	Confirm all ACFLS and PRT monitors will be present at PRT site.	
<input type="checkbox"/>	Consult with CO/OIC regarding last minute cancellation procedures if unsafe weather conditions are present.	
<b>Day of the PRT</b>		<b>Date Completed</b>
<b>Medical Requirements</b>		
<input type="checkbox"/>	Verify the names on PRT sign-up sheet have been cleared to participate in the PRT. Deny any members that are not medically cleared.	
<b>PRT Equipment Final Check</b>		
<input type="checkbox"/>	Ensure required equipment is clean and operating properly.	
<b>Facilities Preparations</b>		
<input type="checkbox"/>	Ensure facility is clean and ready for the start of the PRT.	
<input type="checkbox"/>	Arrange equipment layout at test site.	
<input type="checkbox"/>	Monitor environmental safety during event.	
<b>Testing Risk Management</b>		
<input type="checkbox"/>	Prohibit smoking, tobacco, and alcohol use at PRT site. Discourage use of all tobacco products at least 30 minutes prior and at least 15 minutes after PRT.	
<input type="checkbox"/>	Ensure drinking water is readily available at the test site and that members are well hydrated before, during, and after the PRT.	
<input type="checkbox"/>	Check to be sure that all members are dressed appropriately for weather conditions and wearing proper footwear.	
<input type="checkbox"/>	Verify current environmental conditions (temperature, humidity, storm conditions, WGBT, etc.) are safe during each test.	
<input type="checkbox"/>	Review course and facilities to identify new hazards. (Emergency construction/repairs, weather damage, etc.)	
<input type="checkbox"/>	Confirm and distribute emergency medical response plan to assistants and monitors.	
<b>Conducting PRT</b>		
<input type="checkbox"/>	Ask all members the pre-physical activity questions. For any member with yes responses to any question except number 1, deny participation in the PRT, until the member is medically cleared.	

<input type="checkbox"/>	Direct members if at any time their performance is significantly different from normal performance with no known reason, stop the event and immediately notify an ACFL or monitor.	
<input type="checkbox"/>	Display or verbally provide PRT performance standards at PRT site.	
<input type="checkbox"/>	Instruct and demonstrate each event, as appropriate.	
<input type="checkbox"/>	Organize members into appropriate groups for testing.	
<input type="checkbox"/>	Conduct the standardized PRT warm-up session with participants.	
<input type="checkbox"/>	Conduct PRT events.	
<input type="checkbox"/>	Record PRT results and at the conclusion of the PRT, ensure all members sign the PRT results sheets prior to leaving the PRT area.	
<input type="checkbox"/>	Ensure cool-down and stretching is conducted by all members.	
<input type="checkbox"/>	Collect all lost and found items at PRT site.	
<input type="checkbox"/>	Report all PRT related injuries to Command Safety Officer.	
<input type="checkbox"/>	Conduct Bad Day PRT (Only with CO/OIC and Medical approval)	

<b>Post PFA</b>		
<b>Administrative Requirements</b>		
<input type="checkbox"/>	Within 30 days, ensure all PFA data have been accurately entered into PRIMIS. Edit records as necessary due to errors and omissions.	
<input type="checkbox"/>	Provide final PFA results to chain of command. Include a separate list for those not meeting PFA standards.	
<input type="checkbox"/>	Complete NAVPERS 1070/613 Administrative (Page-13) for enlisted members and Letters of Notification (LONs) for officers, as required.	
<input type="checkbox"/>	Submit signed Page-13s and LONs to NPC, as applicable.	

### Section 3: Assistant Command Fitness Leader (ACFL) Qualifications & Training Checklist

The below checklist must be completed prior to being appointed as an ACFL.

ACFL Name: \_\_\_\_\_

Requirement/Competency	ACFL Initials
Non-user of tobacco and vapor products.	
Within maximum weight for height standards or 1% below AAS.	
Achieve and maintain an overall PRT score of Excellent or above, with no event scored below Good-Low.	
Maintains a current CPR/AED qualifications associated with American Heart Association and American Red Cross.	
Able to conduct an accurate 3-step BCA measurement on both males and females and correctly complete NAVPERS 6110/10 BCA Score Sheet.	
Able to conduct a PRT, including proper execution of all alternate cardio events, and correctly complete NAVPERS 6110/11 PRT Score Sheet.	
Able to plan and execute Command PT sessions, including appropriate warm-up and cool-down exercises.	
Able to manage FEP, including planning and execution of a FEP PT session.	
Familiar with all PRP policies, including OPNAVINST 6110.1 (series), all amplifying PRP Guides, and relevant NAVADMINs.	
If applicable, familiar with PRIMs-2 capabilities (i.e. PFA records, tracking FEP participants, transferring/gaining command personnel).	
Appointed as an ACFL in writing by the CO/OIC.	

The above member has been properly trained on ACFL responsibilities and competencies as prescribed above.

\_\_\_\_\_  
Command Fitness Leader

\_\_\_\_\_  
Date